Reports — 2

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RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: February 1959

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	82	781	
2. RECORDS ACCESSIONED	1,234	6,669	42,169
3. RECORDS DISPOSED OF AT CENTER	--	1,539	4,487
4. RECORDS TRANSFERRED FROM CENTER	52	587	8,395
5. RECORDS HOLDINGS	29,287		
6. DISTRIBUTION MATERIAL RECEIVED	166	2,157	23,969
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	51	659	6,454
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	78	473	4,194
9. DISTRIBUTION MATERIAL HOLDINGS	*13,321		
10. TOTAL HOLDINGS	42,608		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,600	10,377	64,399
12. INFORMATIONAL REQUESTS	89	2,161	7,357
13. INFORMATION REPORTS	94	1,208	
14. INTELLIGENCE REPORTS	5,066	35,706	
15. ADMINISTRATIVE ISSUANCES	620	7,112	
16. TOTAL	7,469	56,564	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS		
A. INITIAL RECEIPT	30,288	150,393
B. RETURNS	2,886	27,187
18. ADMINISTRATIVE ISSUANCES	1,755	20,942
19. TOTAL	34,929	198,522

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	345	4,764
21. PHOTOCOPY	51	730
22. DITTO	30	341
23. TOTAL	426	5,835

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
24. TOTAL CAPACITY	72,060
25. UTILIZED	42,608
26. COMMITTED	7,461
27. AVAILABLE	21,991

*Includes 1,335 cubic feet of VCI Regulations

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